

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Funding Agency Contact Name: Administration for Children and Families
Office of Refugee Resettlement

Funding Opportunity Title: Voluntary Agency Matching Grant Program

Announcement Type: Initial

Funding Opportunity Number: HHS-2004-ACF-ORR-RV-0003

CFDA Number: 93.567

Due Date for Applications: April 29, 2004

Executive Summary:

The Office of Refugee Resettlement announces the availability of and award procedures for CY 2004 Voluntary Agency Matching Grants. The purpose of the Matching Grant Program is to help eligible clients attain self-sufficiency within 120 to 180 days after date of eligibility for Matching Grant services, without accessing public cash assistance. Competition is limited. Only agencies which have an on-going relationship with refugees and/or Cuban and Haitian entrants that have been established as a result of providing reception and placement services under the terms of a

Cooperative Agreement with the Department of State or the Department of Homeland Security are eligible to apply.

I. Funding Opportunity Description

Legislative Authority

This program is authorized by section 412(c)(1)(A) of the Immigration and Nationality Act (INA), as amended, (8 U.S.C. 1522(c)(1)(A)), which authorizes the Director " to make grants to, and enter into contracts with, public or private nonprofit agencies for projects specifically designed – (i) to assist refugees in obtaining the skills which are necessary for economic self-sufficiency, including projects for job training, employment services, day care, professional refresher training, and other recertification services, (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receiving cash or other assistance); and (iii) to provide where specific needs have been shown and recognized by the Director, health (including mental health) services, social services, educational, and other services." See also Section 7 of the Refugee Assistance Extension Act of 1986 (Pub.L. No. 99-605)(8 U.S.C. 1522 note)

Matching Grant Guidelines:

The following constitutes the Guidelines for the CY 2004 Matching Grant program.

Guidelines for the CY 2004 Matching Grant program

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The Matching Grant program's goal is to help refugees, certain Amerasians, Cuban and Haitian entrants, asylees, and certified victims of trafficking attain economic self-sufficiency within 120 to 180 days after date of eligibility for the program without accessing public assistance.

Participating agencies agree to match the Office of Refugee Resettlement (ORR) grant with cash and in-kind contributions of goods and services from the community.

Program Services

Services must be provided to the maximum extent feasible in a manner that is culturally and linguistically compatible with a refugee's language and cultural background. In particular, grantees must ensure that language assistance is provided to Limited English Proficient clients in accordance with Health and Human Services guidance. Services listed under section 1. below, must be provided in-house. Services under section 2. below, may be provided through coordinated efforts of mainstream service providers.

The Matching Grant program core maintenance services, which are provision of food, housing, cash allowance and transportation assistance, must be provided by the grantee to eligible clients or family units (cases) through funds authorized by the Matching Grant for a minimum of 90 days from the date of enrollment, not to end prior to the individual's 120th day from date of eligibility, unless the client voluntarily leaves the program or becomes economically self-sufficient, as defined at 45 C.F.R. 400.2. Matching Grant core maintenance services may continue for an additional 60 days as necessary as long as costs charged for Federal reimbursement remain within allowable limits, as specified below, and as long as the refugee is not enrolled in another non-Matching Grant employment program and is not receiving public cash assistance. In this context, "as necessary" means that the client or family unit has not achieved economic self-sufficiency, as defined at 45 C.F.R. 400.2. Case management and employment services must continue through the 180th day from date of eligibility, unless the client voluntarily leaves the program.

If a client accesses public assistance, the client is effectively withdrawing from the Matching Grant program. All cash allowances, services and in-kind contributions afforded by the Matching Grant program should cease. For reporting purposes, the client has dropped out of the program and accessed cash assistance. Clients accessing public assistance should be referred to mainstream refugee programs.

♦ **Required Services that Agencies Must Provide In-house:**

Case Management

Objective: To ensure that services are provided in a planned, effective, and timely manner to eligible clients; are appropriate to the needs of the refugees; and contribute to the early employment and self-sufficiency of the participating refugees. Case Management shall commence immediately upon enrollment and continue through the 180th day. Services should support and strengthen refugees' motivation and capacities to become self-supporting. From the first client contact, agency interaction with the client shall reinforce the refugee's motivation and ability to become self-supporting.

A case file shall be maintained which includes:

- Intake information (date of arrival, number and names of members of the case upon arrival; and, for those in the Matching Grant, documentation showing the individual is eligible for services (see 45 CFR 400.43 and ORR State Letters #00-17, #00-22, #01-13 and #02-01), alien number, birth date, current address, health status, educational level, native language, literacy and English language level on arrival, prior work experience and skills, and social security number when obtained);
- Signed and dated Matching Grant enrollment form and letter of Refugee Rights and Responsibilities.
- A resettlement plan (steps and projected time frames to be taken by the refugee, his/her family, and the agency to work toward the earliest possible employment and self-sufficiency for the family including strategies to remove

any barriers to self-sufficiency, amount of earnings necessary to be self-sufficient);

- Clear documentation of all services provided to clients based upon the needs and goals identified in the resettlement services plan. If a refugee is enrolled in a training program, the date, type, intended duration, expected outcomes, and provider of the training program also should be indicated in the case file;
- Documentation of regular contact with, and monitoring progress of, adult members of the case over time with summary notes regarding the purpose and outcomes of that contact, coupled with the third bullet above;
- A statement regarding the status of the case at 120 and 180 days after date of eligibility, e.g., whether the employable refugees are employed, number of hours per week, at what wages, place(s) of employment, employer contact information, whether or not health benefits are available within 180 days of placement, self-sufficiency status due to earnings, referred to welfare, etc. This status statement should be located in a designated place in all case files, easily found, and not randomly stated within the case notes.
- Documentation of the provision of childcare and after school care, if any.
- Proposed budget for the respective case with actual expenditures to date. All cash transactions are to be clearly documented and initialed by an adult member of the refugee family. Each file is to have a summary sheet of all cash and in-kind contributions allocable to the Matching Grant program.

- When maintenance support and/or services are extended beyond the minimum 120-day core maintenance period, files should note when the support and/or services are terminated.
- Matching Grant file documentation must be separate from services provided to refugees through other programs and the cooperative agreement. Separation by sectioning Matching Grant from other services in combined files is acceptable.

Employment Services

Objective: To place employable refugees as quickly as possible into appropriate jobs which will enable the refugee household unit to become self-sufficient within 120-180 days. Employment services are to be provided to employable adult refugees starting upon enrollment in the Matching Grant program and continuing as needed through the 180th day. Federal policy requires that, if necessary, refugees accept “entry level” employment (see 45 CFR 400.81(a) for criteria for appropriate employment). Grantees shall communicate to employable refugees who lack English language competency that they must exert a good faith effort to obtain employment while acquiring the competency in English to facilitate self-sufficiency and retain employment. Agencies shall continue to look for suitable work with refugees through job upgrades where appropriate.

A local Matching Grant agency may sanction a client who fails to comply with an agreed-upon resettlement plan and/or agency directives involving attendance at

counseling, training sessions, or English classes or who refuses to be interviewed for or accept an appropriate job offer. In situations where sanctions are to be applied, procedures must be in place to ensure that clients receive adequate written notice detailing the reasons for the intended action and an opportunity for an adequate hearing before termination of benefits. (see Goldberg v. Kelly, 397 U.S. 254 (1970); see, e.g., 45 C.F.R. 400.54 and 400.82) Limited sanctions may be imposed in order to attempt to gain compliance, through the reduction or withholding of maintenance assistance or other services. If the client continues to fail to comply, the agency, after due process, may fully sanction the client from the Matching Grant Program. Such sanctioning may include the cessation of maintenance assistance and all services charged to the Matching Grant Program.

Grantees shall attempt to find employment for all employable members of the family unit when requested and/or is necessary to have more than one wage earner employed in order for the family to be economically self-sufficient.

Services to be provided are:

- Job development: an ongoing process of networking with employers to develop prospective job openings for refugees.
- Job counseling: ongoing interaction between the refugee and the person responsible for job development regarding questions and concerns that refugees have about the world of work, job search, the need for early

employment, job retention, and the consequences of refusing an appropriate offer of employment.

- Direct job placement assistance: assisting the refugee to identify and contact prospective places of employment, scheduling appointments for job interviews, preparing refugees for interviews, and following up on results of interviews. Each locale must have a staff person who is responsible for providing or overseeing provision of these services to assist refugees to become employed. This person may receive assistance from sponsors and volunteers in locating employment.
- Follow-up with employer and employed refugees: Contacting the employer (if the agency or the agency's volunteer has found the job placement) and contacting the employed refugees (regardless of whether the agency or the refugee has found the job placement) within two weeks after the refugee has started work to identify any adjustment problems and to assist in the resolution of those problems. Such follow-up activities must occur throughout the first 180 days from date of eligibility. The responsibility for placement and follow-up of Matching Grant refugees resides with the Matching Grant staff. Job developers funded by other sources may share information on job availability with Matching Grant staff and vice versa, but the actual conduct of the above services for Matching Grant clients must be done by the staff of the Matching Grant agency under the Matching Grant funding.

- Services that lead to job upgrades for refugees with particular skills, vocations, or when necessary in order for the refugee family to achieve economic self-sufficiency.
- Subsidized employment may be used to gain entry into the job market; however employment outcomes are only counted when the subsidy ends and the client retains employment; the transition to a non-subsidized job must be completed by the 180th day.

Maintenance Assistance and Cash Allowance

Objective: To provide support adequate to meet the subsistence needs of the refugee and to preclude the need to access public cash assistance. Maintenance assistance includes provision of food or food subsidies, suitable housing, cash allowance and transportation assistance, throughout the first 120 days from the client's date of eligibility. Agencies may elect to provide maintenance assistance to refugees, if necessary for an additional 60 days, provided that the grantee's total grant budget and the amount charged to the grant do not exceed the grant award. "If necessary" means that the individual has not attained economic self-sufficiency, as defined at 45 C.F.R. 400.2, and has not left the program.

This assistance is available to enhance and extend, but not supplant nor duplicate, assistance provided for under any Reception and Placement Cooperative Agreement. Food, housing, essential furnishings, and transportation to and from job interviews and job training is usually provided through a Cooperative Agreement with non-Matching Grant funding during the first thirty days of the refugees' stay in the United States. In

cases where such support is available, Matching Grant funds would not be needed to provide these items or services during the first 30 days and such costs should not be charged to the Matching Grant program. It is expected that the two programs where they coexist, should provide, if necessary, four consecutive months of maintenance support for the refugee case. “If necessary” means that the individual has not attained self-sufficiency and has not left the Matching Grant program. For Matching Grant clients that arrive without the benefit of R&P services, i.e., certain Cuban/Haitian entrants, victims of severe forms of trafficking and asylees, these services (such as referral to health screening, enrollment of children in school, orientation, etc.) are to be provided. All such services and in-kind contributions are allocable to the Matching Grant program for these clients.

For clients who need housing as a part of maintenance, rent payments shall continue at a minimum for the month following job placement up to the 120th day. Agencies may elect to provide housing assistance to refugees for an additional 60 days, if necessary, provided that the grantee’s total grant budget and the amount charged to the grant do not exceed the grant award. Resettlement agencies are reminded to pay particular attention to placing refugees in housing that is near employment and/or where public transportation to employment areas is readily available.

Beginning upon enrollment and continuing at least until the first paycheck is received, agencies must provide a minimum of \$200 cash allowance per month or \$50 per week, or the maximum amount that will not affect Medicaid eligibility, to all adult refugees, and

\$10/week to each minor in the case. This minimum cash allowance should be used by clients to buy personal items as necessary and not for basic maintenance assistance. Local resettlement agencies may provide some of the weekly allowance in the form of vouchers if such form of payment is in the overall best interest of the refugee and he/she concurs. Agencies are not required to pay the \$50/week/adult and \$10/week/minor from Matching Grant funds if enrolling refugees concurrently during R&P period. Cash allowances must begin upon conclusion of the R&P 30-day period.

Administration

Objective: To ensure planned, coordinated, timely, and appropriate delivery of services and adherence to Federal regulations, policies, and guidelines. Matching Grant grantees and their affiliates are responsible for ensuring that administrative functions relating to reception and placement activities (e.g., coordination of refugee arrivals into the United States, placement, placement activities, and core services) are allocated appropriately to available Cooperative Agreement grants.

Grantees shall:

- Plan and coordinate program services with other local service providers in the community. Local Matching Grant affiliates must notify all Matching Grant agencies in the community of enrollment of any Cuban and Haitian entrant, victims of severe forms of trafficking, or asylee that arrives without the

benefit of a reception and placement grant to assure non-duplication of enrollment in the Matching Grant program.

- Provide technical assistance and training to local offices regarding the Matching Grant program's administrative, reporting, and other grant requirements.
- Monitor the performance of the grant and subgrant activities and review each program function to assure that adequate progress is being made toward achieving programmatic goals and compliance with Federal grant regulations.
- Monitoring reports, including any corrective actions recommended and follow-up on those recommendations, shall be filed at the grantee's national office.
- Manage grant finances and account for funds according to Federal grant requirements.
- Submit timely programmatic and financial reports and the annual goal plan to ORR.
- Obtain prior approval from ORR before making any significant changes (defined as a 10 percent change, up or down) in the number of clients enrolled in the Matching Grant Program at any given site and before adding any new sites.
- Work with their local affiliates and offices to develop policies in the context of the Federal Food Stamp requirements to assure clients meet the eligibility requirements for the Food Stamp program. [See ORR State Letter 97-28].

ORR recognizes that weekly cash payments may make certain refugee cases

ineligible for Food Stamps. Local resettlement agencies may provide some of the weekly allowance in the form of vouchers if such form of payment is in the overall best interest of the refugee and he/she concurs.

- Work with their local affiliates and offices to assure that weekly cash payments are made to the maximum extent possible without rendering the refugee ineligible for Medicaid. Local resettlement agencies may provide some of the weekly allowance in the form of vouchers if such form
- of payment is in the overall best interest of the refugee and he/she concurs.
- In situations where sanctions are to be applied, procedures must be in place to ensure that clients receive adequate written notice detailing the reasons for the intended action and an opportunity for an adequate hearing before termination of benefits (see *Goldberg v. Kelly*, 397 U.S. 254 (1970); see, e.g., 45 CFR 400.54 and 400.82).
- Facilitate the transition to other ORR and mainstream programs at the end of the Matching Grant services.

◆ **Components for Which Agencies May Arrange for Provision Outside of the Agency:**

Grantees shall provide the services listed below, as necessary, directly through the Matching Grant Program or through referral to other programs. Agencies are encouraged to develop special programs, which take into account client characteristics and the agency's experience.

- English Language Training (ELT)

- Provide or assist refugees to enroll in an English language training class, as needed, according to competency level and previous English language training identified in the resettlement plan. English language training must be concurrent with rather than sequential to employment services. English language training is to be provided without cost to the refugee.
- English language training classes shall be certified or be otherwise taught by trained ELT instructors.
- Classes shall be scheduled so as not to inhibit employment search and employment; i.e., evening classes are recommended where possible. Classes should be geared toward early employment and self-sufficiency to the extent possible.
- Agencies are required to document attendance and progress of the client when ELT is indicated as an essential part of the resettlement plan for employment.
- Grantees shall inform clients that non-participation without good cause in ELT, where ELT is indicated as essential in a resettlement plan for employment, may be considered grounds for sanctioning or termination of maintenance assistance.
- Grantees shall take reasonable measures to ensure that tutoring support services provided by volunteers are coordinated with the English Language Training curriculum and are provided in response to the needs indicated in the resettlement plan. Volunteers should be provided program orientation and ongoing guidance to assist in effective service delivery.

- Health and Medical Services
- Agencies shall assist refugees to access necessary health and medical services including health screenings. These costs are normally covered under Cooperative Agreements. For clients who do not receive such services under a Cooperative Agreement, these costs are allocable to the Matching Grant program.
- Agencies should enroll Matching Grant clients in Medicaid or Refugee Medical Assistance (RMA), and make every effort to ensure that the refugee's need for medical assistance does not result in receipt of public cash assistance.
- Also 45 CFR 400.104(a) states that "[i]f a refugee who is receiving medical assistance receives earnings from employment, the earnings shall not affect the refugee's continued medical assistance eligibility." Section 400.104(b) provides that "[i]f a refugee, who is receiving Medicaid and has been residing in the U.S. less than the time-eligibility period for refugee medical assistance, becomes ineligible for Medicaid because of earnings from employment, the refugee must be transferred to refugee medical assistance without an RMA eligibility determination." Section 400.104 (c) further provides that the refugee shall continue to receive medical assistance until he/she reaches the end of his or her time-eligibility period for refugee medical assistance. Finally, section 400.104(d) provides that "in cases where a refugee is covered by employer-provided health insurance, any payment of RMA for that individual must be reduced by the amount of the third party payment."

- Employment Training or Recertification
- Provide, or assist refugees to enroll in, short-term job training, customized skills training, or job recertification courses, if indicated in the resettlement plan. Such training is allowed if it is expected to lead to self-sufficiency within the first 120-180 days of eligibility.
- Non-Matching Grant funded On-the-Job Training (OJT) may be used only when suitable employment is not obtainable without the OJT or for the purpose of job upgrading. Agencies are expected to find the placement and monitor the refugee's progress. Follow-up on placements continues to be the responsibility of the Matching Grant agency. Job placement is counted from the time the job is no longer subsidized.
- Specialized or customized skill training is an allowable employment service activity where there is a short-term training program available for a refugee with specific skills and for whom the training will lead to self-sufficiency for the case within the first 120-180 days from date of eligibility. Such costs as tuition, books and related support services are allowable and allocable to the Matching Grant program when not otherwise available under other programs. Subsidized employment may be used to gain entry into the job market; however employment outcomes are only counted when the subsidy ends and the client retains employment.

- Social Adjustment Services
- Provide or assist refugees to obtain social adjustment services, such as counseling and interpretation services, when necessary.
- Support Services
- Provide, or assist refugees to obtain childcare (day care and after school care), and address transportation problems that are barriers to self-sufficiency.

COORDINATION

The Matching Grant program is part of the overall resettlement program in the State. Therefore, grantees shall require that local affiliates which participate in the program inform the relevant State Refugee Coordinator of the agency's participation in the Matching Grant Program. The following written information must be provided to the State Refugee Coordinator within 90 days following the grant and continuation award date, with a copy sent to the Office of Refugee Resettlement as an attachment to the first program progress report: a copy of the local Matching Grant service plan that includes the number of refugees expected to participate in the program during the grant period, the services to be provided, and the name of the program contact person. State Refugee Coordinators should be engaged in consultation with the Matching Grant program on an on-going basis. This means participation by all local affiliates in all State convened local task forces and consultations to assure that there is an accurate assessment of needs and services in the community. Affiliates should also provide the State Refugee Coordinator with the following information in order to have their State population estimate adjusted to

include those asylees whose asylum was granted within the 36 month period ending September 30: 1) alien number, 2) date of birth, and, 3) the date asylum was granted.

Grantees shall require that local affiliates which participate in the program coordinate, as appropriate, with local welfare offices. This includes prompt response to welfare office questions concerning the level and duration of assistance provided to each refugee.

POLICIES RELATING TO COST ALLOCATION AND AGENCY MATCH

Under the Matching Grant program, ORR awards \$2 for every \$1 raised by the agency up to a maximum of \$2,000 in federal funds per client. Of this match, Volags and local affiliates must provide at least 20 percent of the match in cash; the balance may be cash, in-kind services, or donated goods. Agencies may count in-kind contributions provided directly to a particular Matching Grant client up to and including the 180th day as long as that client remains in the program at the time of the contribution.

The following policies are applicable to allowable cost and required agency match:

- All costs incurred and allocable and services provided in accordance with any Cooperative Agreement may not be charged to the Matching Grant program or counted as a matching contribution.
- All goods and services must be allowable, reasonable and allocable to the Matching Grant, whether paid for by Federal funds or by agency match or in-kind contributions. One guide agencies should use in considering in-kind contributions is whether such goods or services attributed to the match would have been purchased if they had not been contributed.

- Volunteer staff services may be computed using an average hourly rate for all non-professional support or a menu of volunteer rates. Check www.independentsector.org for applicable rates in your community. These rates will then be proposed to the national agencies for review and included in the Matching Grant application. ORR may negotiate rates prior to issuing awards.
- Contributions of goods and services are considered “cash” if the item was paid for. The flow of these donations does not necessarily have to go physically from the donor (i.e., agency) to the donee (i.e., refugee). If the voluntary agency, or the sponsor, pays for the item with non-federal funds and gives it directly to the refugee or the refugee benefits directly from it, it may be considered a cash donation. Such goods and services must be directly related to the self-sufficiency plan of the case and be provided by the local affiliate or sponsor to the client. Incidental goods obtained by the client or activities not related to the Matching Grant program or the self-sufficiency plan (such as trips to the park, movies, etc.) are not allocable.
- When relatives of Matching Grant clients provide housing in their own residence during the match period, this housing cannot be counted as a matching expenditure. However, if the cost for a relative's residence (including utilities) increases as a direct result of housing Matching Grant clients, then only the amount of the increase may be counted as an in-kind match expenditure. Agencies are required to obtain appropriate documentation (i.e., an appropriately dated letter from a landlord documenting the increase

and/or a history of utility bills) to verify that an increase in the cost for the relative's housing has taken place as a result of the addition of the Matching Grant client to the housing unit.

- If medical services are performed by private doctors and hospitals claiming reimbursement for such services under Medicaid or Refugee Medical Assistance, additional fees above the Medicaid reimbursement level may not be counted as a matching contribution.
- Staff costs for time spent on services (including the allocable portion of overhead and facilities costs) provided for under the Cooperative Agreement may not be charged to the Matching Grant Program. These costs include staff and volunteer time spent on housing-related matters, medical orientation and referral for initial health screening, assistance in obtaining a social security card, initial intake and development of a resettlement plan, greeting refugees at the airport, and household goods and furniture during the first month. It also includes casework staff costs associated with the requirements of the Cooperative Agreement. Where such services are provided to clients without benefit of the R&P services, such costs are allocable to the Matching Grant program.
- Costs for refugee baggage transfers or shipments are not allowable under this grant.
- Initial health screening referrals and orientation, as described in the Cooperative Agreement, are not considered a Matching Grant activity and thus expenses for such activities are not allowable. Such costs however, are

allowable for certain Cuban and Haitian entrants, victims of severe forms of trafficking and asylees who do not receive such services under a Cooperative Agreement.

- Community orientation, as described in the Cooperative Agreement, may not be considered social adjustment services, and is not an allowable activity under the Matching Grant program except for certain Cuban and Haitian entrants, victims of severe forms of trafficking and asylees who do not receive such services under a Cooperative Agreement.
- Elementary, secondary and other school tuition for children is not considered within the scope of the Matching Grant Program and thus is not an allowable service under this section. However, childcare costs and day camps for children of newly employed parents or those in employment-related training are allowable where reasonable and necessary. These costs are allowable for up to 180 days after arrival or until the case accesses public cash assistance, whichever occurs first.
- Due to the Matching Grant's unique statutory requirements, voluntary contributions are not considered program income. Any income directly generated by a Matching Grant-supported activity, however, is to be considered program income. Such program income may be used for allowable costs of the program to meet the Federal match requirements. Program income used as match should be reported on line 10. g of Standard Form 269. For example, if a video is produced using Matching Grant funds and copies are subsequently sold, any profit would be considered program income. (Note:

Prior permission from ORR through either the application process or by special request would be needed to produce a video with Matching Grant funds.) Furthermore, if grantees require fees in exchange for the sponsorship of refugees who may be placed in the Matching Grant Program as a condition for the sponsoring of a particular individual, such funds are considered program income and must be reported.

- Grantees must be able to provide at least 33 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match through cash contributions. Therefore, a project requesting \$200,000 in Federal funds must provide a match of at least \$100,000 (33 percent of total approved project costs \$300,000.) Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal Match.

II. Award Information

Funding Instrument Type: Grant

Anticipated Total Priority Area Funding: \$35 million for the period May 1 – December 31, 2004

Anticipated Number of Awards: 9

Ceiling on amount of individual Awards: \$ 13 million for 8months

Floor of Individual Award Amounts: \$1 million for 8 months

Average projected Award Amount: \$4 million for 8 months

Project Periods for Awards:

ORR is soliciting applications for project periods of up to three years. This initial award will be for the period May 1 – December 31, 2004. Awards, on a competitive basis, will be for a one-year budget period. Applications for continuation grants funded under these awards beyond the first one-year budget period but within the three-year project period will be entertained in subsequent years on a noncompetitive basis, subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Government.

III. Eligibility Information:

III.1. Eligible Applicants

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Nonprofits that do not have a 501(c) (3) status with the IRS, other than institutions of higher education

Faith-based organizations that meet the preceding requirements are eligible to apply.

Additional Information on Eligibility:

Public or private organizations which are incorporated as not-for-profit under the laws of their State and which meet the following requirements are eligible. The applicant shall:

- Have an ongoing relationship with the refugees and/or Cuban and Haitian entrants that have been established as a result of providing reception and placement services under the terms of a Cooperative Agreement with Department of State or the Department of Homeland Security;
- Be a national voluntary resettlement agency able to coordinate comprehensive multilingual, multicultural services for refugees, Amerasians, Cuban and Haitian entrants, certified victims of trafficking, and asylees at local sites;
- Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing (a) a reference to the applicant organization's listing in the Internal Revenue Service's IRC Code; (b) a copy of a currently valid IRS tax exemption certificate; (c) a statement from a State taxing body, State attorney general,

or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals; (d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; (e) or any of the items referenced above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Eligible Client Population

To be eligible for Matching Grant assistance, clients must provide documentary proof of one of the following statuses as a condition of eligibility. Henceforth, all eligible clients will be referred to as "refugees" unless the context indicates otherwise.

- Refugees or asylees under 45 CFR 400.43;
- Cuban and Haitian entrants under 45 CFR Part 401;
- Certain Amerasians from Vietnam who are admitted to the U.S. as immigrants under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in section 101(e) of Public Law 100-202 and amended by the 9th proviso under Migration and Refugee Assistance in Title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1989 (Public Law 100-461 as amended) under 45 CFR 400.43.
- Victims of Severe Form of Trafficking, per section §107(b)(1)(A) of the Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, Division A, 114 Stat. 1464 (2000), "an alien who is a victim of a severe form of trafficking in persons shall be eligible for benefits and services under any Federal or State program or activity funded or administered by any...[Federal agency] to the same extent as an alien who

is admitted to the United States as a refugee under section 207 of the Immigration and Nationality Act.” Individuals who are determined to be victims of a severe form of trafficking will be issued a certification letter (for adults) or eligibility letter (for minors under the age of 18) from the U.S. Department of Health and Human Services. In conducting a benefits eligibility determination for a victim of a severe form of trafficking, benefit-granting agencies should accept the HHS certification letter or HHS eligibility letter for minors in lieu of documentation from the Department of Homeland Security as proof of a status that confers eligibility for benefits. [See ORR State Letters #00-17 (as clarified by #00-22) and #01-13 (as modified by #02-01) regarding statuses and documentation requirements.]

Enrollment Criteria

Date of eligibility for Matching Grant Services is counted from the date of arrival into the country for refugees and Amerasians, the date an individual becomes a Cuban/Haitian entrant, the date of the final grant of asylum for asylees, and the date of certification for victims of severe forms of trafficking. Enrollment into the Matching Grant program must be within 31 days of the date of eligibility for the individual. Agencies may request from ORR an exception to the eligibility date for asylees if the date of notification to the asylee differs from the date of grant of asylum. The request for an exception and supporting documentation must be faxed to the Matching Grant Team Leader at 202-401-5772 for review and approval.

At least one member of the refugee unit must be deemed employable for the case to be enrolled into the Matching Grant Program and all other members must otherwise be eligible. The following refugees are not eligible for Matching Grant services:

Elderly or disabled refugees who are expected to receive Supplemental Security Income (SSI) within 9 months after arrival;

Refugees who are not expected to become employed shortly after eligibility for the program;

Individuals who are already economically self-sufficient. Economic Self-sufficiency means earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant per 45 CFR 400.2 Definitions.

Refugees that have migrated to a new site may be enrolled into the Matching Grant program if the affiliate belongs to the same Volag that provided the reception and placement services and such enrollment occurs within 90 days of eligibility and assuming they have not applied for cash assistance or enrolled in the Matching Grant program elsewhere. In cases where a secondary migration occurs to a site where an affiliate of the same agency does not exist or participate in the Matching Grant program, enrollment will be permitted within the first 90 days with written concurrence of the initial resettlement agency and notification to ORR. In cases where no agency has been assigned, i.e., in cases involving asylees, victims of severe forms of trafficking, and certain Cuban and Haitian entrants, enrollment into the program must be coordinated with other local agencies participating in the Matching Grant program to assure no duplication of enrollment.

III.2. Cost Share or Matching:

Yes, Grantees must be able to provide at least 33 percent of the total approved cost of the project.

The total approved cost of the project is the sum of the ACF share and the non-federal share.

The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match through cash contributions. Therefore, a project requesting \$200,000 in Federal funds must provide a match of at least \$100,000 (33 percent of total approved project costs \$300,000.) Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal Match.

Please see section I. Funding Opportunity Description for full details.

Applications that fail to include the required amount of cost-sharing will be considered non-responsive and will not be eligible for funding under this announcement.

III.3. Other:

All Applicants must have a Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (www.Grants.gov). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Applications exceeding the \$13,000,000 threshold may be returned without review.

Applications that fail to include the required amount of cost-sharing will be considered non-responsive and will not be eligible for funding under this announcement.

IV. Application and Submission Information:

IV.1. Address to Request Application Package

Ronald A. Munia, Matching Grant Team Leader
Office of Refugee Resettlement
370 L'Enfant Promenade, S.W., Eighth Floor
Washington, D.C. 20447

IV.2. Content and Form of Application Submission

An original and two copies of the complete application are required. The original copy must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be submitted unbound. The two additional copies of the complete application must include all required forms, certifications, assurances, and appendices and must also be submitted unbound. Applicants have the option of omitting from

the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget.

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the www.Grants.gov apply site. If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. You may not e-mail an electronic copy of a grant application to us.

Please note the following if you plan to submit your application via Grants.Gov

- Electronic submission is voluntary.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov
- To use Grants.gov, you, as the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR Registration.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if submit an application in paper format.
- You may submit all documents electronically, including all information typically included on the SF 424 and all necessary assurances and certifications.

- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. The Administration for Children and Families will retrieve your application from Grants.gov.
- We may request that you provide original signatures on forms at a later date.
- You may access the electronic application for this program on <http://www.Grants.gov>
- You must search for the downloadable application package by the CFDA number.

APPLICATION CONTENT:

Each application in response to this program announcement must include one signed original and two additional copies of the following:

A. Standard Forms and Certifications -

All of the standard forms necessary for the application for awards under this announcement are available on our web page, www.acf.hhs.gov/programs/orr under the section on Grant Application forms. For additional copies, contact Ron Munia, Division of Community Resettlement, Office of Refugee Resettlement, at 202-401-4559, or by email at rmunia@acf.hhs.gov.

- Applicants for funding under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF-424A, Budget Information--Non-Construction Programs; SF-424B, Assurances--Non-Construction Programs. The instructions and

forms required for submission of applications are included. The forms may be reproduced for use in submitting applications. An application with an original signature and two copies is required. It is recommended that original signatures be in blue ink.

- Applicants must provide the following certifications. Copies of the forms and assurances are located at the end of this announcement and are also available on our web page.
 - Certification regarding lobbying if anticipated award exceeds \$100,000.
 - Disclosure of lobbying activities if anticipated award exceeds \$100,000 and if applicant has used nonfederal funds for lobbying activities in connection with receiving assistance under this announcement.
 - Certification regarding environmental tobacco smoke. By signing and submitting the application (SF-424), applicant provides certification that they will comply with the requirements of the Pro-Children Act of 1994 (P.L. 103-227, Part C-Environmental Tobacco Smoke) and **need not mail** back the certification with the application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under “Grant Related Documents and Forms” titled “Survey for Private, Non-Profit Grant Applicants.” The forms are located on the web at www.acf.hhs.gov/programs/ofs/forms.htm .

Please see section V.1 Criteria for more information on application content requirements.

IV.3. Submission Dates and Times:

Deadline: The closing time and date for receipt of applications is 5:00 p.m. (Eastern Time Zone) 30 days from the date of this announcement. Mailed or hand carried applications received after 5:00 p.m. on the closing date will be classified as late.

Late Applications: Applications that do not meet the Deadline Criteria will be considered unresponsive to the Program Announcement and late. To avoid errors, ORR will immediately notify each late applicant that its application will not be considered for review in the current competition.

Extension of Deadline: ORR may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, when there are widespread disruptions of mail service, or if the Chief Grants Management Officer makes a determination to extend or waive deadline requirements.

REQUIRED FORMS:

What to submit	Required Content	Required Form or Format	When to Submit
Narrative	Described in Section of B this Announcement	Format described in Section B	By application due date.
SF 424, SF 424 A, and SF 424B	Per required form	May be found on http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

Proof of Non-Profit Status	As described in section III.	Format described in section III.	By application due date.
Certification regarding Lobbying and associated Disclosure of Lobbying Activities (SF LLL)	Per required form	May be found at http://www.acf.hhs.gov/programs/ofs/fo rms.htm	By application due date
Environmental Tobacco Smoke Certification	Per required form	May be found at http://www.acf.hhs.gov/programs/ofs/fo rms.htm	By application due date

ADDITIONAL FORMS:

Private-non-profit organizations may submit with their applications the additional, voluntary survey located under “Grant Related Documents and Forms” titled “Survey for Private, Non-Profit Grant Applicants”.

What to submit	Required Content	Required Form or Format	When to Submit
Voluntary	Per required	May be found on	By application

Survey for Private, Non- Profit Grant Applicants	form	http://www.acf.hhs.gov/programs/ofs/form.htm	due date.
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IV.4. Intergovernmental Review:

This program is **not** subject to review by States under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities."

IV.5. Funding Restrictions

Funding for this program is limited. Pre-award costs may be allowed. Administrative costs must come out of the per capita. ORR will provide eligible grantees the maximum amount they will be able to apply for. This amount will be based on the number of funded enrollments achieved in CY 2003. Future funding levels during the three-year grant period will take into consideration the grantee's ability to reach the goal of self-sufficiency within 180-days for all clients' enrolled.

IV. 6. Other Submission Requirements

Electronic Submission: To submit an application electronically, please use the www.Grants.gov apply site. For complete details on how to submit electronically, please refer to section IV.2. Content and Form of Application Submission

Submission by Mail: Mailed applications shall be considered as meeting an announced deadline if they are received on or before April 29, 2004. An Applicant must provide an original application with all attachments, signed by an authorized representative and two copies. The Application must be received at the address below by 5:00 PM Eastern Standard Time on or before the closing date. Applications should be mailed to:

U.S. Department of Health and Human Services

Administration for Children and Families, Office of Grants Management

Division of Discretionary Grants

370 L'Enfant Promenade, SW.

Mail Stop: Aerospace Center 4th Floor-West

Washington, DC 20447

Attn: Sylvia Johnson

Submission by Hand Delivery: Applicant must provide an original application with all attachments, signed by an authorized representative and two copies. The Application must be received at the address below by 5:00PM Eastern Standard Time on or before the closing date. Applications that are hand delivered will be accepted between the hours of 8 a.m. to 4:30 p.m., Monday through Friday. Applications may be delivered to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, ACF Mail Room, Second Floor Loading Dock, Aerospace Center, 901 D Street, SW., Washington, DC 20024, Attention: Sylvia Johnson. It is strongly recommended that applicants obtain documentation from the ACF Mail Room that the

application was hand delivered on or before the closing date. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

V. Application Review Information:

V.1. Criteria

All applicants must address the following items in their applications. Applicants are encouraged to respond in sequence to the application requirements set forth below. Applicant is to describe the following:

❖ National Administration, Coordination, and Monitoring

- ◆ The institutional organization and the overall management of this structure.
- ◆ The administrative relationship between the national office and the participating local affiliates, including the financial relationship and the monitoring, reporting, and data collection functions performed nationally and locally.
- ◆ The national management of the Matching Grant Program, including the number of staff in the national office whose time is allocated to the grant, the percent of time allocated to the grant, and their grant-related responsibilities. Describe the qualifications of the staff that will manage the Matching Grant Program.
- ◆ The agency's process for coordinating Matching Grant services with the State-administered program services.
- ◆ Monitoring conducted by national agency staff of the Matching Grant Program within the past year, including the locations, significant findings, and corrective actions

recommended, if any. Indicate all Matching Grant sites that have not been monitored in the past three years.

- ◆ Any technical assistance and training provided to Matching Grant affiliates by the agency in the past year to improve effectiveness of service delivery.
- ◆ The agency's plan for programmatic and financial monitoring of the Matching Grant program for the upcoming year. Include how the agency plans to monitor performance against the goals contained in the agency's annual outcome goal plan, and the quality of services by home visits to Matching Grant clients and the local affiliates. Include the monitoring protocol to be used.

❖ **General Program Design**

Describe each of the following:

- ◆ How refugees are selected for placement into the program, the characteristics of refugees placed into the program (free cases vs. family reunion cases; single refugees vs. families with two parents and/or families with single parents; refugee versus parolee versus asylee, etc.) and the rationale for the number and characteristics of refugees selected. If refugees are selected on a case-by-case basis, please state the general principles used in determining selection for the program.
- ◆ The resettlement model utilized, including responsibilities of sponsors in assisting with Matching Grant services, if any, policies relating to sponsorship by recently arrived families, multiple sponsorships, the agency policy toward early employment and self-sufficiency, etc.

- ◆ The policies implemented by your agency to differentiate charges for services funded by the Reception and Placement Cooperative Agreement, by alternative projects such as public-private partnerships (PPP), or by Wilson/Fish projects from those provided through the Matching Grant Program to ensure that the Matching Grant will not fund services to be provided under other agreements.
- ◆ The procedures that are used to ensure that refugees will not access public cash assistance benefits during their first 120 days of eligibility, any sanctions applied and the procedures for applying those sanctions when an appropriate offer of employment or training is refused without good cause.
- ◆ The procedures for enrollment of Cuban and Haitian entrants, Victims of Severe Forms of Trafficking, eligible Amerasian immigrants and asylees.
- ◆ The criteria established for determining when a refugee is considered self-sufficient.
- ◆ The procedures/strategies for refugees that have completed the Matching Grant period with or without attaining self-sufficiency or that request services after the Matching Grant period.
- ◆ The policies concerning language assistance for limited English proficient persons in accordance with ORR State Letter # 00-18.

❖ Outcomes

- ◆ For each local Matching Grant site, provide the previous 12-month period (September 1, 2002 - August 31, 2003) outcomes in **chart** form (provide site-by-site data and overall totals).
 - Clients newly enrolled in the program

- Number of clients reaching 120 days after eligibility whether or not they have left the program. The phrase “reaching 120 days after eligibility” means the number of clients who have been eligible for 120 days. In other words, the individual has had a status making him or her eligible for Matching Grant services for 120 days. For example, an individual who was granted asylum on January 1 would “reach 120 days” on April 30, which is 120 days after the asylum grant. The term “reaching” has the same meaning throughout this section and the section on Progress Reports.
- Of those clients reaching 120 days, the number self-sufficient at 120 days from date of eligibility
- Of those clients reaching 120 days who are not self-sufficient, the number of those that will continue in the Matching Grant program without accessing public assistance
- Number of clients who were self-sufficient at 180 days after eligibility
- Of those clients reaching the 180th day after eligibility, the number self-sufficiency at the 180th day.
- The status of the clients at 120 and 180 days including: entered employment, average wage, and employed with health benefits available.

❖ Goals

- ◆ **The Government Performance and Results Act (GPRA)** of 1993 requires Federal agencies to prepare annual goal plans for each program. Attached is the Matching Grant Program **Annual Goal Plan for CY 2004 - Guidance**.

- ◆ Applicants must set goals for each affiliate and in aggregate for the calendar year. GPRA goals will be submitted, reviewed and approved by ORR as part of the application process. [See attached GPRA instructions.] Goals reflect the same reporting requirements stated in Outcomes above.

❖ **Local Site Project Design**

Describe:

- ◆ Local factors that influence the outcomes of the Matching Grant Program, such as the availability and types of employment for refugees, community characteristics, level of welfare payments, housing, and public transportation as it relates to housing and employment sites and other competing programs.
- ◆ How services will be provided under the grant at that site and the agency providing the service, including:
 - ◆ Services provided in-house,
 - ◆ Services and assistance provided through other resources (training, Food Stamps, medical, etc.), and the availability of those services and assistance
 - ◆ Strategies used to gain employment for refugees, follow-up services and job upgrades.
 - ◆ How refugees' basic needs will be met, including food, housing, and cash needs.
 - ◆ Referring to the data provided under Outcomes and Goals, explain reasons for any low-performing sites and the plans for increasing outcomes.
 - ◆ The procedures for coordinating with other local resettlement agencies to avoid duplication of enrollments for clients that are enrolled without the benefit of reception

and placement grants.

- ◆ Other services provided to refugees by the affiliate, including the amount and source of funds by activity, intended target group (non-Matching Grant participants, post-Matching Grant participants, etc.) and how these services will be coordinated. For example, Wilson/Fish and alternative programs, regular social services; state-funded Vocational English as a Second Language (VESL) program for Matching Grant clients; or ORR-funded discretionary programs, such as Preferred Communities.
- ◆ Staffing patterns at the local level, e.g., the extent to which refugees will be served by staff with the ability to speak the same language, the general experience and training of staff members, the number of staff and percent of time allocated to each program area (employment, case management, ESL, etc.), and the average staff/client ratio for each program area.
- ◆ **For new sites**, a brief explanation of how assistance and services to refugees through the proposed Matching Grant Program will be more desirable than existing assistance and services.

❖ **CHART or LIST the following information:**

- ◆ Cities where you propose having a Matching Grant Program in 2004, the number of refugees you expect to resettle in those cities, and the number of refugees who are expected to be Matching Grant clients. (Please indicate new sites.)
- ◆ Total number and projected ethnicity of refugees to be resettled during the project period annually and the number expected to be served under the Matching Grant; rationale for the number and selection of refugees resettled through the Matching Grant Program in

relation to the total caseload resettled by the voluntary agency at each site; total number and projected ethnicity of Cuban/Haitian entrants and asylees projected to be enrolled.

- ◆ Sites monitored in 2003.
- ◆ Sites proposed for monitoring in 2004.
- ◆ Name of affiliate contact person, address, and phone number and geographic area covered by each office. Note that this information will be combined with information from other grantees and listed on the ORR web page as a Matching Grant site list.

❖ **Budget and Budget Justification**

- ◆ For the overall budget and budget justification, applicant must provide detailed descriptions in the following format by category: General guidelines; Personnel; Fringe Benefits; Travel; Equipment; Supplies; Contractual; Indirect Charges; Program Income; Nonfederal Resources; Total Direct Charges; Total Indirect Charges; Total Costs.
- ◆ For your National Administration, provide:
 - A line-item budget
 - A narrative explanation for national administration. The line-item budget shall include a line-item breakout between the Federal and non-Federal resources which are used to serve the Matching Grant clients. The budget narrative shall include the total number of staff positions funded, salary, time allocated, costs for each position funded, and direct and indirect administrative costs. If indirect costs are proposed, an approved negotiated indirect cost rate must be in effect before costs may be charged. **If the applicant has an approved rate currently, a copy must be attached to**

the application. If the applicant does not have a negotiated indirect cost agreement with any agency of the Federal government, all costs must appear in the budget as direct charges. Indirect costs may be reimbursed on an award only if the indirect cost rate agreement is in effect at the beginning of the project period/budget period and covers all or part of the period covered by the award.

- **Submit a projected (estimated) 269 Financial Status Report** to indicate the obligations incurred for CY 2003 based on the projected number of enrollments for this year.

◆ For Local Matching Grant Sites proposed, provide:

- A line-item budget
- A narrative explanation. The line-item budget shall indicate the amount of local administrative costs, case management, employment services, cash allowance, maintenance (food and housing), transportation, and "other" (non-required, but allowable services), for each affiliate. For ease in reviewing the budget, as part of the budget format, please also include the number of refugees projected to be resettled at each site during the grant period and the number of refugees expected to be served through the Matching Grant Program. The line-item budget for each site shall include a line-item breakout between the Federal and non-Federal resources that will be used to serve the Matching Grant clients. The budget narrative shall include the total number of staff positions funded, salary, time allocated, costs for each position funded, and direct and indirect

administrative costs.

- Describe policies and procedures that govern agency in-kind match services (e.g., guidelines concerning services provided by volunteers, training and supervision provided to volunteers, procedures for determining the value of in-kind contributions, and the average local rate for volunteer staff time and how this was determined.)
- Describe how the required dollar match will be raised.

EVALUATION CRITERIA:

Each Matching Grant proposal will be rated and scored by an independent review panel using criteria described below:

Criterion 1. STAFF and POSITION DATA and ORGANIZATIONAL PROFILES—

National Organization, Coordination, Monitoring

20 points

- ◆ Clarity and adequacy of the national organizational structure, its grant-related management structure and staff, its administrative relationship to local affiliates, and the level of technical assistance proposed for local affiliates to assure proper management of the Federal grant.
- ◆ Adequacy of coordination of Matching Grant services with State-administered program services.
- ◆ Extent to which the monitoring plan for the upcoming year is clearly described and represents sufficient oversight.

- ◆ Extent to which the monitoring of the program during the past year is clearly described and reflects adequate management of the program.

Criterion 2. APPROACH—General Program Design

20 points

- ◆ Adequacy of the resettlement model and likelihood that the resettlement services described that are funded through the Matching Grant program will result in achievement of the early employment and self-sufficiency for refugees without accessing public cash assistance.
- ◆ Clarity of the policies for selecting clients to be placed into the program and reasonableness of the selection of clients in relation to the characteristics of eligible clients being resettled.
- ◆ Adequacy of the method for differentiating between services funded by Reception and Placement Cooperative Agreements and those charged to the Matching Grant program.

Criterion 3. RESULTS or BENEFITS EXPECTED

20 points

- ◆ Extent to which the agency has demonstrated through prior performance that the agency and its proposed local sites can meet the overall goals of the Matching Grant program to achieve self-sufficiency as quickly as possible after arrival in the United States.

- ◆ Reasonableness of the agency's plan to set goals for continuous improvement.

Criterion 4. APPROACH—Local Matching Grant Affiliates

20 points

- ◆ Extent to which the applicant's description of each resettlement site is adequate and reflects a well-designed and coordinated local resettlement program.
- ◆ In light of community characteristics, prior performance, the number and characteristics of clients served, the extent to which staffing patterns and the array of program services offered are reasonable to meet the program goal of self-sufficiency.

Criterion 5. Budget and Budget Justification

20 points

- ◆ Clarity and reasonableness of the budget; extent to which the budget is sufficiently detailed and demonstrates a cost-effective use of Federal funds.
- ◆ The budget is reasonable and clearly justified. The methodologies for estimating the number of refugee participants and the amount of matching funds are reasonable.
- ◆ Extent to which the system for determining the value of in-kind contributions is clear, reasonable and appropriate.

- ◆ Reasonableness of the methods for acquiring the match.

V.2. Review and Selection Process

All applications which meet the stipulated deadline and other stated requirements will be reviewed competitively and scored by an independent review panel of experts in accordance with ACF grants policy and the criteria stated above. The independent review panel scores and explanatory comments will assist the Director of ORR in considering competing applications. Reviewers' scores weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by the reviewers. Highly ranked applications are not guaranteed funding since other factors are taken into consideration, including: comments of reviewers and of ACF/ORR officials; previous program performance of applicants; compliance with grant terms under previous DHHS grants; audit reports; and investigative reports. Final funding decisions will be made by the Director of ORR.

VI. Award Administration Information

VI.1. Award Notices:

The successful applicants will be notified by mail no later than May 15, 2004, through the issuance of a Financial Assistance Award document which will set forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided and the total project

period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer.

VI.2. Administrative and National Policy Requirements:

Applicable HHS regulations can be found in 45 CFR Parts 74 or 92.

VI.3. Reporting Requirements

For this program, grantees must submit triennial programmatic statistical reports, an annual narrative report, and biannual financial reports.

Financial Reports:

An original and two copies of the Standard Financial Status Report (SF 269) are due two times a year: July 30th, for the period from January 1 through June 30, and January 30th, for the period from July 1 through December 30. The interim final report is due 90 days following the end of the project period and the final report is due 210 days after the end of the project period. [The extended due date of the final report allows time for agencies to complete services for refugees placed into the program during the project period.]

Annual Narrative Report:

A narrative report, covering the period of the prior January 1 through December 31 grant, will be due on February 15 of each year. This report shall contain a brief description of program accomplishments and situations which affected program performance over the year, a summary

of the number of Matching Grant clients served during the year (including those clients who were enrolled in the preceding year but were still served in the current year) by ethnicity and location, a summary of outcomes for those refugees (by location), and a summary of monitoring actions and findings during the year.

Programmatic Reports:

Statistical outcomes at 4-month intervals: the report for the period January 1 through April 30, is due May 30; May 1 through August 31, due September 30; September 1 through December 31, due January 31. Instructions for these reports are follow.

Instructions for Completing the Voluntary Agency Matching Grant Program Progress Statistical Reports CY 2004 - 2006

Reporting Periods and Due Dates:

Progress Reports are to be submitted three times annually, covering the following four-month reporting periods:

<u>Report Period</u>	<u>Date Due</u>
January 1-- April 30	May 31
May 1 – August 31	September 30
September 1 – December 31	January 31

The instructions below follow the format of the revised Progress Report:

A. **New clients placed into program during the 4-month reporting period:**

Enter the number of newly arrived cases and individuals who were enrolled into the Matching Grant program during the reporting period. (Individual count is to include all members in the case, including children.)

B. **Clients reaching the 120th day after arrival in the US during the reporting period:**

Enter the number of individuals participating in the Matching Grant program who have reached their 120th day after date of eligibility during a reporting period.

C. **Status of clients reaching the 120th day after eligibility**

1. **Economically self-sufficient** – Enter the number of cases and individuals who reached the 120th day after date of eligibility during the reporting period who were self-sufficient on that day. Self-sufficiency means earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant per 45 CFR 400.2 Definitions. Cases and individuals receiving Food Stamps, Medicaid, etc., without cash payments, are considered self-sufficient.
2. **Not economically self-sufficient and remaining in program** – Enter the number of cases and individuals reaching their 120th day who will continue to receive Matching Grant cash support and/or services beyond their 120th day.
3. **Time-expired** – Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period who are not self-sufficient, and for whom support through the program is terminated.

- a. For those who are time-expired (#3 above), enter the number of cases and individuals applying for public cash assistance.
4. **Dropped out prior to the 120th day** – Enter the number of cases and individuals who had been enrolled in the Matching Grant program and would have reached their 120th day this reporting period had they not dropped out of the program prior to that date. Of that number, report reasons for dropping out in the categories below:
 - a. Accessed public cash assistance:

Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period, who left the program prior to the 120th day due to accessing public cash assistance. If a case accessed public cash assistance but had not reached their 120th day after eligibility during the current reporting period, do not include them in the current report. They will be reported in the next report.
 - b. Out-migrated:

Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and whose status was unknown because they moved from Matching Grant service area prior to the 120th day during the current reporting period should not be counted in the current report.
 - c. Other:

Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period, and whose status does not fit any of the

above categories. Please comment in the narrative section of your report giving reasons for the exception to the above categories, i.e. death, ill health, etc.

D. Outcomes for Employable Adults

Enter the number of employable individuals who participated in Matching Grant employment services, and who reached the 120th day after eligibility during this reporting period.

1. **Entered Employments** – Enter the total number of individuals who reached the 120th day after eligibility who were employed during the reporting period.
 - a. Full-time employments – 35 hours or more per week
 - b. Part-time employments – Fewer than 35 hours per week.

If a client holds more than one part-time job resulting in the combined hours of employment being 35 hours or more per week, this placement can be considered as one full-time entered employment. Subsequently, agencies would then report a weighted average hourly wage as if it were one full-time placement.

2. **Average Hourly Wage** – Average hourly wage at placement is defined as the **sum** of the hourly wages for the unduplicated number of full-time job placements, entered at D.l.a., divided by the total unduplicated number of individuals placed in full-time employment (D.l.a.). If more than 50 percent of your job placements are for part-time employment, you may also separately provide the above wage information for those part-time job placements.

In the case where a refugee with multiple part-time jobs is being counted as a full-time placement (see above), a weighted average of the part-time wages should be used in calculating the full-time average hourly wage.

3. **Entered Employment with Health Benefits Available** – For those individuals who entered full-time employment (D.1.a.), enter the number of placements offering health benefits either at placement, or to be offered within six months of placements. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option. Health benefits should be considered available even if coverage is available only to the employee and is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

Follow-Up on Previous Progress Report

E. Self-Sufficiency Retention:

Enter the number of cases and individuals who were reported self-sufficient during the last reporting period (C.1 of last report)

1. **Self-Sufficient 60 days later** – Enter the number of cases and individuals in F. who retained their self-sufficiency for at least 60 days.

F. Clients remaining in the program who were reported in the last progress report and who have completed 180 days (six months) in the program:

Enter the total number of cases and individuals reported in section C.2 of the previous reporting period. Report for following categories:

1. **Self-sufficient at 180 days** – Enter the number of cases and individuals of this description who reached self-sufficiency. Self-sufficiency is defined as no longer receiving from cash assistance programs due to earnings from employment. Cases and individuals receiving Food Stamps, Medicaid, etc. without cash payments, are considered self-sufficient.
2. **Not self-sufficient at 180 days** – Enter the number of cases and individuals of this description who did not reach self-sufficiency.

G. 180-day Performance Measure

1. Enter the number of clients who were self-sufficient at the 180 day mark (E1 + F1 above).
2. Enter the number of enrollments reaching 180 days during this period. (whether or not they completed the Matching Grant program.)
3. Divide the number of self-sufficient clients at 180 days (G.1.) by the number of clients that were enrolled and completed 180 days this period (G.2.) and multiply by 100.

Narrative

Describe any deviations from established goals, special concerns, problems, initiatives, and accomplishments during this period.

Provide a breakout of clients enrolled this period by immigration status, i.e., refugee, Cuban/Haitian entrant, asylee, Amerasians, victims of severe forms of human trafficking.

Records

Grantees must provide for the maintenance of such operational records as are necessary for Federal monitoring of the grantee's project. Grantees are to maintain adequate records to **track and report on project outcomes, matching contributions, and expenditures by budget line item**. The official receipt point for all reports and correspondence is the ORR Division of Community Resettlement. An original and one copy of each report shall be submitted by the due date directly to the Project Officer named in the award letter. The mailing address is: 370 L'Enfant Promenade, S.W., Eighth Floor, Washington, D.C. 20447.

VII. Agency Contacts

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VIII. Other Information: None

Dated:

Nguyen Van Hanh, Ph.D.

Director, ORR